

Production Services Mobilization  
4/17/95

1. Current projects

California Legislature  
Sports Network  
Vision Net  
AOL  
New York Time  
CMP  
Dow Jones  
RCS  
JBC  
Foodnet  
SF News Agency

2. Potential new projects

Reuters  
Techdoc

Cowles: simple on-line catalog  
Jurinet:  
Business Week: 20pp HTML  
ASCAP: BBS, Search, HTML  
SEMI: Needs trade show prototype

Plus many more in pipeline

3. People to be assigned

Project Mgrs.

Meikle  
Pat  
Edy\*  
Kevin\*  
Brewster\*  
Nick\*

Engineers

Claude  
Peter  
John  
Norm\*  
Georgios\*  
Chris\*  
Dan\*  
Dilip\*  
Marion\*  
Will\*

4. "End Plan" important to return people to normal assignments  
Gearing up recruiting again: in-house recruiter, job fair, etc.  
Targeting 5 new hires on board by end of May

5. Critical need to get on top of all projects; project managers to immediately address:

System spec. and customer sign-off

Customer "end-game" - re: scope, lingering changes, review dates

Project schedule, staffing and time estimate: adjust weekly

Weekly status report of milestone progress- address revenue, milestones, etc.

6. Transition to prototype as a design spec. plus HTML mockup

Need to get sales buy-in

Handle customer by customer- including outstanding proposals

\_\_\_\_\_Project Status  
As of : \_\_\_\_\_

1. Milestone status

<u>Milestone</u>	<u>Original Due date</u>	<u>Current Due Date</u>	<u>Revenue</u>	<u>.....Comments.....</u>
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2. Staffing and schedule status

<u>.....Person.....</u>	<u>.....Task.....</u>	<u>Original Days..</u>	<u>To-date ...Days</u>	<u>To Do ....Days...</u>	<u>Est Actual</u>	<u>Finish Date</u>
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3. Technical and customer issues outstanding

4. Scope changes